

# 1200 New Hampshire Avenue, N.W. Recycling Program



## Recycling and Environmental Issues

Our program is designed to recycle office waste, help in source reduction and use products produced from recycled material.

Our efforts include separation of waste by the tenants at the source, collection by janitorial personnel, proper disposal and separation by the collecting company.

The typical recycling program consists of a two- (2) step desk side collection procedure by the general cleaners. The cleaners should always use two (2) containers when collecting trash and recycling from the suite areas. The first container is a gray barrel, lined with a black liner. This is used for the collection of desk side and suite trash. The second container is a blue barrel, lined with clear or opaque liner. This is used for the collection of recyclable materials. Once the liners are removed from the barrels and placed for bulk collection, the color of the liners dictates the disposal method at the refuse collection point.



## Cooperative Effort = Success

The success of the recycling program requires a commitment and cooperation of many parties. The desk side and centralized recycling containers must never be contaminated with foreign materials. If this occurs, the entire effort is wasted as the container's contents then becomes trash. To discourage contamination of a recycling container, janitorial staff will not place liners in the desk side or centralized paper collection containers. We will line the containers designated for bottles and cans. Please help support our recycling effort by participating in desk side recycling and not contaminating the containers designed to collect recycle materials.

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## What is Recyclable?

Mixed office paper – Defined as ANY office paper that can be torn or ripped.

- Paper – white, letterhead, colored, coated, computer, photocopy, facsimile, self-adhesive memo notes, loose leaf and legal pads
- Envelopes – plain, window, labels
- Folders – manila, colored, coated
- Junk Mail – pamphlets, brochures
- Posters and training manuals
- Carbonless forms, receipts, shipping invoices
- Manuals and paper backed books with WHITE pages, magazines and newspapers
- Plastic bottles that have a recycle emblem
- Aluminum and steel (“tin”) cans
- Glass bottles and some containers (see exceptions below)
- Cardboard boxes and containers

Please note that paper clips, rubber bands, staples, tape, adhesive labels, plastic tabs and plastic and wired spirals DO NOT have to be removed from the recyclable paper.

## Items that can not be recycled:

PHONE BOOKS – Phone books are RECYCLEABLE, but should be placed in a separate container from the daily recycling effort.

FOOD RELATED PAPER – Any wrappers from food placed in a desk side container will contaminate the entire recycling effort.

RESTROOM HANDTOWELS – Any paper supplies from the restrooms ARE NOT RECYCLEABLE.

BATTERIES – While batteries are recyclable, they must be disposed of in a different manner from regular daily recyclable materials and therefore, are not permitted in the centralized locations.

GLASS – While most glass can be recycled safely, there are exceptions. They are: Ceramic, clay, crystal, light bulbs, mirrors and window glass, heat resistant ovenware and drinking glasses. ALL METALS LIDS SHOULD BE REMOVED. Labels can remain on the glass.

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## FOR YOUR INFORMATION from the D.C. Office of Recycling

### WHY IS RECYCLING IMPORTANT?

Recycling is important for many reasons. Here are a few:

- Recycling IS the law! ( Municipal Law 7-226)
- Recycling conserves valuable landfill space and saves natural resources and energy
- Recycling enhances the image of a business and allows it to be seen as a “good corporate citizen”

### DID YOU KNOW?

- The energy saved from recycling one (1) glass bottle will light a 100 watt bulb for four (4) hours
- The energy saved from one (1)-recycled aluminum can will operate a television set for three (3) hours.
- Every 118 pounds of newspaper recycled saves one (1) tree!
- For each ton of paper recycled:
  - ❖ 17 trees are saved
  - ❖ 380 gallons of oil are saved
  - ❖ 7,000 gallons of water are saved
  - ❖ 27 cubic feet of landfill space are saved.

The 3-R's for conserving our natural resources are...

